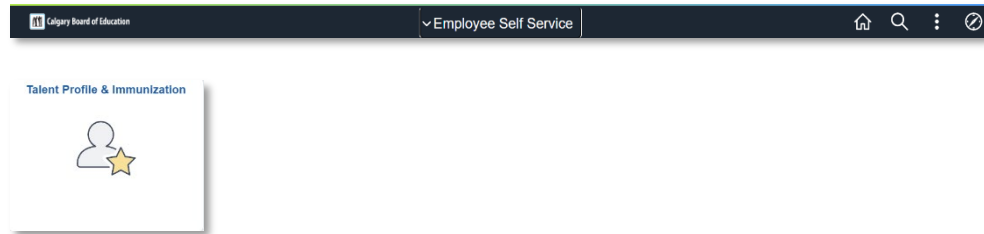## Purpose

This table lists the teaching assignments available to you to add to your Talent Profile in PeopleSoft. To add teaching assignments to your Talent Profile, see the instructions on page 2 of this document.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Administration | K-12 | English Language Arts | 4-12 | KE – English Language Arts (8-12) | 7-12 | Social Studies | 4-12 |
| Arabic Bilingual Generalist | K-6 | English Language Learning | K-12 | KE – Mathematics (8-12) | 7-12 | Sociology | 10-12 |
| Arabic Bilingual Language Arts | 4-12 | Environmental and Outdoor Education | 7-12 | KE – Science (8-12) | 7-12 | Spanish Bilingual Generalist | K-6 |
| -Arabic Bilingual Mathematics | 4-12 | Ethics | 7-12 | KE – Social Studies (8-12) | 7-12 | Spanish Bilingual Language Arts | 4-12 |
| Arabic Bilingual Science | 4-12 | Fine Arts – Art | 7-12 | Kindergarten | K | Spanish Bilingual Mathematics | 4-12 |
| Arabic Bilingual Social Studies | 4-9 | Fine Arts – Band/Instrumental | 7-12 | Korean Language and Culture | 10-12 | Spanish Bilingual Science | 4-12 |
| Arabic Language and Culture | 10-12 | Fine Arts – Choral Music | 7-12 | Latin | 10-12 | Spanish Bilingual Social Studies | 4-12 |
| BIT – Computing Science | 7-12 | Fine Arts – Drama | 7-12 | Learning Disability | K-12 | Spanish Language and Culture | 7-12 |
| BIT – Enterprise and Innovation | 7-12 | Fine Arts – Elementary Music | K-6 | Library/Learning Commons | K-12 | System-based Learning Support | K-12 |
| BIT – Financial Management | 7-12 | French Immersion Generalist | K-6 | Literacy | K-12 | TMT – Auto Mechanics | 10-12 |
| BIT – Information Processing | 7-12 | French Immersion Language Arts | 4-12 | MDC – Communication Technology | 7-12 | TMT – Auto Service Technician (Trade) | 10-12 |
| BIT – Management and Marketing | 7-12 | French Immersion Mathematics | 4-12 | MDC – Design Studies | 7-12 | TMT – Autobody (Trade) | 10-12 |
| BIT – Networking | 7-12 | French Immersion Science | 4-9 | MDC – Fashion Studies | 7-12 | TMT – Construction | 7-12 |
| Biology | 10-12 | French Immersion Social Studies | 4-12 | Mathematics | 4-12 | TMT – Electro-Technologies | 7-12 |
| Biology (AP) | 10-12 | French as a Second Language | K-12 | Mathematics (AP) | 10-12 | TMT – Fabrication | 7-12 |
| Biology (IB) | 10-12 | German Bilingual Generalist | K-6 | Mathematics (IB) | 10-12 | TMT – Logistics | 7-12 |
| Blind or Visually Impaired | K-12 | German Bilingual Language Arts | K-6 | Montessori | K-6 | TMT – Welding (Trade) | 10-12 |
| CTF – Career Technology Foundations | 4-9 | German Bilingual Mathematics | K-6 | NAT – Agriculture | 7-12 | Traditional Learning | K-12 |
| CTR – Career Transitions | 7-12 | German Language and Culture | 10-12 | NAT – Environmental Stewardship | 7-12 | Work Experience/Off Campus | 10-12 |
| CTR – Projects | 7-12 | Gifted and Talented | 4-12 | NAT – Forestry | 7-12 | Yoga Instruction | 7-12 |
| Career & Life Management | 10-12 | Guidance | 7-12 | NAT – Primary Resources | 7-12 | | |
| Chemistry | 10-12 | HRH – Commercial Foods (Trade) | 10-12 | NAT – Wildlife | 7-12 | | |
| Chemistry (AP) | 10-12 | HRH – Community Care Service | 7-12 | Online Learning | 7-12 | | |
| Chemistry (IB) | 10-12 | HRH – Cosmetology/Hairstyling (Trade) | 10-12 | Philosophy | 7-12 | | |
| Chinese (Cantonese) Language and Culture | 10-12 | HRH – Esthetics | 7-12 | Physical Education – Elementary | K-6 | | |
| Chinese (Mandarin) Bilingual Generalist | K-6 | HRH – Foods | 7-12 | Physical Education – Secondary | 7-12 | | |
| Chinese (Mandarin) Bilingual Language Arts | 7-12 | HRH – Health Care Services | 7-12 | Physics | 10-12 | | |
| Chinese (Mandarin) Bilingual Mathematics | 7-12 | HRH – Human and Social Services | 7-12 | Physics (AP) | 10-12 | | |
| Chinese (Mandarin) Language and Culture | 10-12 | HRH – Legal Studies | 7-12 | Physics (IB) | 10-12 | | |
| Cognitive/Developmental Disability | K-12 | HRH – Recreation Leadership | 7-12 | Political Science | 7-12 | | |
| Dance | 7-12 | HRH – Tourism | 7-12 | Pre Engineering | 10-12 | | |
| Deaf or Hard of Hearing | K-12 | Health and Life Skills | 7-9 | Psychology | 7-12 | | |
| Elementary Generalist | 1-6 | Humanities | 4-12 | Punjabi Language and Culture | 10-12 | | |
| Emotional/Behavioural Disability | K-12 | Indigenous Education | K-12 | RAP – Registered Apprenticeship Program | 10-12 | | |
| English (AP) | 10-12 | Indigenous Studies | 10-12 | Resource Teacher | K-12 | | |
| English (IB) | 10-12 | Italian Language and Culture | 10-12 | Science | 4-12 | | |

## Instructions

1. Log in to PeopleSoft at https://peoplesoft.cbe.ab.ca.

2. From **Employee Self Service**, navigate to the **Talent Profile** tile.



3. On the **Person Profile** page, you can add teaching assignments as explained below. For step-by-step instructions, visit Insite and search "Updating My Current Profile."

   **Currently Teaching tab**
   - Applicable to all ATA employees in a contract (i.e., Continuous, Probationary and Temporary Contract Teachers).
   - Information serves to populate the SmartFind Express substitute management system to find a replacement.

   **What I Can Teach tab**
   - Applicable to all ATA employees in a temporary contract (i.e., Probationary, FYTT and Temporary Contract Teachers).
   - Information serves to populate the Talent Hub system to select the best qualified candidates for consideration for contract positions.

   **Sub Teaching Preferences**
   - Applicable to all ATA substitute employees.

**Note:** This information serves to populate the SmartFind Express (SFE) substitute management system to assign jobs to substitutes. As well as, shortlisting for vacancies throughout the school year for probationary and temporary contracts.

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For answers to further questions regarding teaching assignments in PeopleSoft, contact the **HR Employee Contact Centre (ECC)** directly at **403-817-7333** or ecc@cbe.ab.ca.